

Page \_\_\_\_\_ of \_\_\_\_\_ Pages  
 School Name: \_\_\_\_\_  
 Name of Person Completing Form: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Teacher Names: \_\_\_\_\_

**MONTANA OFFICE OF PUBLIC INSTRUCTION**

**TE04 STUDENT LIST**  
**FOR TRAFFIC EDUCATION PROGRAMS**

for the Period July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

**ATTENTION:**

**Return TE04 Student List with the CERTIFICATION, TE03, and distribute as per the directions found on the TE03 Certification.**

1. Goldenrod Copy – Notice of Participation – Send to County Treasurer or Driver License Examiner when TEP issued or class begins.
2. Green Copy – Notice of Completion - Send to County Treasurer or Driver License Examiner when class is completed.
3. White Copy – Reimbursement Request – Send to OPI's Traffic Education Office when class is completed.
4. Pink Copy - Retain a copy for your school records.

SECTION A				Date: TEP/TELL	SECTION B	SECTION C			
Name of Students Participating (List Alphabetically, Last Name First) (TYPE ONLY PLEASE)	Birthdate (Mo/Day/Yr)	Date Course Started (MO/DAY/YR)	ISSUE DATE TRAFFIC EDUCATION PERMIT (TEP or TELL) (Mo/Day/YR)	Date Course Completed (Mo/Day/Yr)	Check for All Students Completing Course				
					Successful		Waive Test		
					Yes	No	Knowledge	Driving	
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## Instructions for Completing the TE04 Student List PDF For Traffic Education Programs

- Save the PDF file to your computer, carefully noting the directory where it was saved.
  - Close your Web browser
  - Open your saved copy of the file by double clicking
  - You must have Adobe 6.0 installed on your computer to enable you to read and complete your form. A link to the free Adobe Acrobat Reader is provided at the bottom of any OPI Web page
- Complete the top left section which includes the name of your school district, contact telephone number and all teacher names. Mail a separate page listing all your teachers with your TE04 if you have more than four.
- Add **Student Names, Birthdates and Program Start Dates**. Tab will take you to the next column. Long names will adjust to the size of the box.
- Save your TE04 as: TE04 Student List Summer 07 (or other file name)
- Open your file to add the **Issue Date** for the Traffic Education Permit (TEP or TELL) or to correct names, or birthdates. The TEP date will "start the clock" for the six months of supervised driving practice required by the Graduated Driver License (GDL). Save again.
- Print your completed form and send it with the signed TE03 Certification Form to the County Treasurer or local Driver License Examiner when your class begins.

When your Traffic Education class has completed the required 25 student content days:

- Open your file to add the **Program Completion dates**.
- **Section C** check marks can be added with a mouse click. Position the mouse cursor over the box and click when the white hand icon appears.
- Mail the completed TE04 Student List form with the signed TE03 Certification to the County Treasurer or local Driver License Examiner and send a copy to OPI Traffic Education for reimbursement.

Questions? Call (406) 444-4432 or e-mail [fpenner-ray@mt.gov](mailto:fpenner-ray@mt.gov)



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